

NAME: _____

ENG4U ESSAY CHECKLIST

PLEASE ENSURE YOU HAVE THIS SHEET ATTACHED TO THE FRONT OF YOUR ESSAY. THERE WILL BE MARKS TAKEN OFF IF IT IS NOT INCLUDED.

CHECK OFF THE FOLLOWING ITEMS AS YOU GO THROUGH YOUR ESSAY. ONCE ALL THE BOXES ARE CHECKED YOU ARE READY TO HAND IN YOUR ESSAY.

ESSAY CHECKLIST:

____ Essay is double-spaced/ Times New Roman / 12 point font.

____ Essay is properly MLA formatted.

____ Essay includes a works cited page.

____ Each supporting paragraph includes adequate quotes that are properly referenced.

____ Essay has been proofread by a peer/parent/guardian/tutor.

____ Essay has page numbers in the top left (including last name) with each page.

(signature)

(date submitted)

